

# TEMPORARY USE PERMIT APPLICATION (EVENT\*)

\* For Events on Private Property Only

Town of Apex, North Carolina



Application #:	_____	Submittal Date:	_____
Fee Paid	\$ _____	Check #	_____

## Review Process

Please submit application at least one (1) week prior to the event start date.

1. Complete the application and checklist for Events on Private Property Only (events partially or wholly located on Public Property require submission of the Apex Parks, Recreation and Cultural Resources Special Event Permits Application which can be found here: [www.apexnc.org/documentcenter/view/11221](http://www.apexnc.org/documentcenter/view/11221)); Submit w/fee (if applicable) and include supporting documents.
2. Application is reviewed for completeness; if no further information is required, the application is routed to Town staff for a two (2) day review.
3. Comments are then sent to the applicant for a response at end of review period.
4. Once all comments have been satisfactorily addressed, the application is signed by Planning and the applicant.

- If the property has a Conditional Zoning (CZ) designation, the conditions associated with the address will be reviewed to determine if they affect your event (i.e. evening noise limit, no open flame.)
- If submitted three (3) days or less prior to the event start date, an Express Review Fee is due in the amount of:
  - For-profit event           \$75.00
  - Non-profit event           \$25.00

## Hard Copy Submittal Requirements – Submit to Planning Department

- |  |   |
|--|---|
| <input type="checkbox"/> One (1) copy of completed application | <input type="checkbox"/> Temporary Use Permit Application fee \$50.00 |
| <input type="checkbox"/> 11x17 site layout                     | <input type="checkbox"/> Property owner/manager approval for event    |

## Applicant Information

Business/Organization: \_\_\_\_\_

Event Address: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Days of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please explain reason for event and list proposed activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TEMPORARY USE PERMIT APPLICATION (EVENT)**

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#	Yes	No	Applicant Checklist Items
1.	<input type="checkbox"/>	<input type="checkbox"/>	Do you own the property that the event will be held on? If not, please provide written permission from the property owner or manager. Inability to provide this prior to the event start date will result in denial of the application.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Provide an 11x17 site layout showing existing buildings, parking lot, street frontage and all event items as they will appear during the event.  Please make sure this is clearly labeled. Per Apex Police Department, the area to be used for the event must be barricaded from traffic by using one of the following. No ropes or poles can be used as barricades.  <input type="checkbox"/> Traffic Cones <input type="checkbox"/> Construction Barrels <input type="checkbox"/> Actual Barricades
3.	<input type="checkbox"/>	<input type="checkbox"/>	Is food a part of your event? If yes, contact the Wake County Environmental Services Department to determine if a permit to have food and/or beverage is required. A copy of the permit must be provided prior to the event start date.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Is music a part of your event? What kind? <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors If outdoors, please check all that apply. If there is a stage, please provide details of stage construction.  <input type="checkbox"/> Live <input type="checkbox"/> Recorded <input type="checkbox"/> Amplified Sound <input type="checkbox"/> Stage Outdoor music must stop no later than 10:00 p.m. (or earlier depending on the location) and is enforced by the Police Department. Please contact the APD at 919-362-8661 for more information about your specific venue.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Will alcohol be served outdoors? If yes, provide a copy of the ABC license approved for this use. Contact NC ABC for more information at 919-779-0700.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Will temporary electric power be provided? If yes, check all that apply below. <input type="checkbox"/> Generator <input type="checkbox"/> Existing on site receptacles <input type="checkbox"/> Extension cords <input type="checkbox"/> Other _____
7.	<input type="checkbox"/>	<input type="checkbox"/>	Will there be open flames? Check all that apply. A minimum of two (2) ABC fire extinguishers must be on site, no smoking and exit signs must be posted per the Deputy Fire Marshal.  <input type="checkbox"/> Barbecue Grills <input type="checkbox"/> Propane Fueled Equipment <input type="checkbox"/> Sterno Cans <input type="checkbox"/> Other _____
8.	<input type="checkbox"/>	<input type="checkbox"/>	Does your group have non-profit status? IRS Tax Exempt ID Number: _____
9.	<input type="checkbox"/>	<input type="checkbox"/>	Will you be using tents? Please check all that apply. Tents larger than 10'x10' require a fire inspection, which must be scheduled no later than 4 pm on the Friday before the event starts. Please contact the Fire Department at 919-362-4001.  <input type="checkbox"/> 10'x10' or smaller. How many? _____ <input type="checkbox"/> Larger than 10'x10' How many? _____
10.	<input type="checkbox"/>	<input type="checkbox"/>	Check any of the following that will appear on the site.

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**# Yes No Applicant Checklist Items**

The Department of Labor (DOL) requires these items to have an approved inspection and insurance on file in their office prior to use by the public. Please contact the DOL at 919-807-2770.

Inflatable devices

Portable climbing walls

Mechanical rides

Other \_\_\_\_\_

11.   Will your event require any street or driveway closures? Check all that apply.

No public streets may be closed unless Town Council has approved event.

Private

Public

Property

12.   Will you have a produce stand on the site?

Did you grow the produce on site?  Yes  No

If **yes**, then you may need to complete an Exempt Site Plan application instead; contact the Planning Department at 919-249-3426 for more information.

13.   Will you be conducting season outdoor sales? (i.e. Christmas trees, Pumpkins, etc)

14.   Do you want a temporary sign(s) to advertise the event?

If yes, please submit a [Temporary Sign Permit](#) application to the Planning Department.

15. Please list any items not on the checklist and show them on the site layout.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/we hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name